



St. Lucie County Code Compliance Division Residential Addition Building Permit Checklist



When you submit your building permit application for an addition (attached additions, garages, or other accessory buildings) to a single-family residence, duplex, triplex, RV or Mobile Home, you should use the following checklist to determine if your application submittal is complete. Only complete applications will be accepted for processing.

ITEM	HOW MANY?	COMMENTS
Building Permit Application	1	A completely filled out building permit application must be submitted, including all required information and enclosed forms. The application must be signed by the applicant and notarized.
Notice of Commencement	1	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
Construction Plans	2 sets Minimum size: 18" x 24" Maximum size: 24" x 36"	All proposed construction must be accurately shown on the plans including, but not limited to: electrical wiring, plumbing, heat/air-conditioning, gas piping, windows and doors. Both sets must be signed and sealed by a Florida registered engineer and include truss plans. All floor plans must be stamped by the Health Department, if a septic permit is required. Please contact the Code Compliance Division at 772-462-1553 for more information.
Subcontractor Forms	1 each	One subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is strictly prohibited.
Surveys	2	Boundary surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. The surveys must be signed/sealed by a registered Florida surveyor. All surveys must be stamped by the Health Department if a septic permit is required. Please see our survey requirement sheet for specific requirements.
Energy Calculation Forms Manual J's	2 of each	All forms must bear the original signatures of the creator and the contractor.
Wind Load Calculation Form	2	It must be signed/sealed by a Florida registered engineer.

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Filled Lands Affidavit	1	This form is required for all construction, except for interior renovation. It must bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility not to adversely impact their neighbor's properties with storm water drainage and runoff.
Products Review Affidavit	2	The Engineer of Record must certify all components listed on the product affidavit per the submitted plans. To be accepted for review this affidavit must be completely filled out and signed and sealed. The actual design pressures must be noted on the sealed drawings for each component opening.
County Health Department Septic Tank Permit	2	If you are planning to use or expand an existing septic tank, or if you are installing a new septic tank, or if you are adding living area, you must first obtain Health Department approval for the system. All surveys and the construction plans must bear the original Health Department approval stamp.
Recorded Warranty Deed	1	If the property has been purchased within the last six months, the Property Appraiser records may not be up to date. In this case we must see a recorded warranty deed in your name to verify ownership.
Owner/Builder Affidavit	1	When the application is applied for under the owner/builder provisions of Chapter 489.103(7), F.S. the applicant for this building permit must personally appear before our building permit technicians to sign the affidavit.
Vegetation Removal Permit	1	Applies to all residential properties and to all commercial/industrial projects. A completely filled out vegetation removal application must be submitted with the building permit application. A specific plan for tree removal and preservation is required. Any questions need to be directed to the Environment Resource Department at 772-462-2526.
Flood Elevation Certificate	2	If your property is located within a designated flood zone and your addition exceeds 50% of the total value of your house, you are required to file an original flood elevation certificate, signed and sealed by a Florida registered surveyor.

Notes:

- * Additional information beyond that contained in above checklist may be required in order to ensure a complete review of your building permit application.
- * All impact fees will have to be paid at the time of permit issuance.
- * You are required to call for all inspections as indicated on your building permit and for a final inspection. We will attempt to schedule the inspection for the next business day.
- * If you have any questions, you are encouraged to ask our staff in the Code Compliance Division. Please call 772-462-1553 for further information.